



CITY OF ATLANTA

Job Announcement

GROUND TRANSPORTATION OPERATIONS ASSISTANT

STARTING SALARY: \$28,602

Salary Grade: 11

Applications Accepted From: February 6, 2006 until February 10, 2006

Minimum Job Requirements *

Applicants for this position must have a High School Diploma or GED; 1 year of administrative or clerical experience required, in addition to three years experience in a customer service environment. Applicants must be able to effectively communicate and interact with management, employees, and customers. Have the ability to assemble information and make written reports and documents in a concise, clear, and effective manner. Equivalent combinations of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee will review and process all Department of Aviation's Ground Transportation applications, permits, and requests for transportation. Will conduct driver background checks, initiate insurance inquiries, conduct research for work projects; implementation of programs to improve efficiency and develop efficient ways to perform administrative tasks.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, OR HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.